



James P. Spering, Mayor
Pedro "Pete" M. Sanchez, Mayor Pro-Tem
Jane Day
Sam Derting
Michael A. Segala

First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

June 23, 2005

Incorporated October 9, 1868

Peter B. Foor
Presiding Judge of the Superior Court
Solano County Superior Court
600 Union Avenue
Fairfield, CA 94533

Re: 2004-2005 Grand Jury Report Entitled:
Solano County & Cities: Purchasing and Procurement Procedures
Report Date: May 24, 2005

Dear Judge Foor:

The City of Suisun City is pleased to respond to the findings and recommendations of the Solano County 2004-2005 Grand Jury Report on "Purchasing and Procurement Procedures" for Solano County and its cities.

Finding #1, Recommendation #1: None

City Response: None

Finding #2, Recommendation # 2: All formal RFPs should be advertised in the print media and on City web page.

City Response: The City agrees with the recommendation. Although the City's "Purchasing Policy" is permissive ("...the Purchasing Officer may (*emphasis added*) publish a notice inviting bids in a newspaper of general circulation"), as a matter of practice the City does advertise all formal RFPs in the print media. The permissive nature of the language in the policy is to enable the City to proceed with necessary procurements in times of emergency or when only a sole source can meet the City's needs without having to go through the unnecessary cost and time for advertising.

With respect to the recommendation regarding the City's web site, the City currently is in the process of completely re-doing its web site. The web site renovation will include the necessary space for advertising all formal City RFPs. The web site renovation process is expected to take approximately six months.

DEPARTMENTS: AREA CODE (707)

ADMINISTRATION 421-7300 ■ PLANNING 421-7335 ■ BUILDING 421-7310 ■ FINANCE 421-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
REDEVELOPMENT AGENCY 421-7309 FAX 421-7366

Finding #3, Recommendation #3: (a) All formal RFPs should be advertised in the print media and on City web page. (b) Include on City web page, a form for vendors to input their business information so that a current and accurate database will be in place for the bidding process.

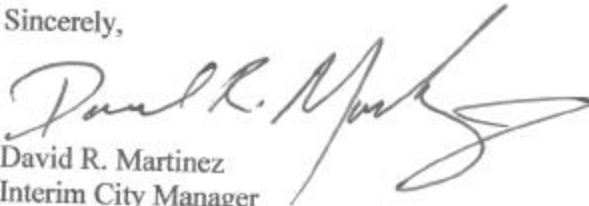
City Response: The City agrees with the recommendation. Although the City's "Purchasing Policy" is permissive ("At the discretion of the Purchasing Officer, a notice inviting bids may (*emphasis added*) be published in a newspaper of general circulation"), as a matter of practice the City does advertise all formal RFPs in the print media. The permissive nature of the language in the policy is to enable the City to proceed with necessary procurements in times of emergency or when only a sole source can meet the City's needs without having to go through the unnecessary cost and time for advertising.

With respect to the recommendation regarding the City's web site, the City currently is in the process of completely re-doing its web site. The web site renovation will include both the necessary space for advertising all formal City RFPs as well as a link to a form that can be filled out by vendors who would like to be notified of City RFPs for the products and services that they can provide. The web site renovation process is expected to take approximately six months.

I trust that the above information is responsive to the Grand Jury's recommendations. The City of Suisun appreciates the Grand Jury's review of the City purchasing and procurement procedures and its recommendations for the noted improvements.

Please let me know if the Grand Jury has any further questions for the City in this regard.

Sincerely,


David R. Martinez
Interim City Manager

Cc: Mayor & City Council